



ARIZONA DEPARTMENT OF TRANSPORTATION

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Phone: (602) 255-7226 - FAX: (602) 255-6941



FIFE SYMINGTON
Governor

LARRY S. BONINE
Director

May 24, 1994

Engineering Consultants Section

INFORMATION BULLETIN 93-25

TO: CONSULTANTS
FROM: ENGINEERING CONSULTANTS SECTION *Tom*
SUBJECT: CONSTRUCTABILITY SEMINAR

A constructability seminar has been scheduled for June 14, 1994 from 8:30am to 11:30am. The seminar will be held at the ADOT Human Resource Development Center located at 1130 N. 22nd Ave, Phoenix, AZ.

For further information, please call Edward Wright at (602) 255-8389.

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attachment

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ARIZONA DEPARTMENT OF TRANSPORTATION
Constructability Engineer

OFFICE MEMO

May 23, 1994

TO: ALL INTERESTED ADOT
ENGINEERING CONSULTANTS

FROM: EDWARD D. WRIGHT
SPECIAL PROGRAMS SECTION

SUBJECT: CONSTRUCTABILITY SEMINAR

On June 14, 1994 from 8:30 to 11:30 AM, a seminar has been scheduled to provide both an orientation to the new ADOT Constructability Guide and the Department's implementation of constructability/maintainability reviews for future projects. This seminar is being conducted for all of the individuals in the Phoenix area who could not attend the April meeting held at District E. The seminar will be held at the ADOT Human Resource Development Center located at 1130 N. 22nd Ave., Phoenix, AZ.

Constructability reviews will be routinely performed as part of the Project Management Process. The intent of this session is to recognize the value of early input and communications during the planning/design stages of the project. The use of construction and maintenance knowledge/experience can help prevent costly or untimely operational problems. Please bring your ideas and be prepared to discuss them in a round table exchange of views between designers, project managers, and construction personnel.

I would appreciate an approximate head count from you by June 6th so that the room may be set up properly and can be reached at 255-8389 or Mail Drop 615E.

RECEIVED

MAR 17 1990

ADOT RISK MANAGEMENT

REQUESTS FOR COPIES OF PUBLIC RECORDS (Excluding Records in Engineering Records; MVD Driver's License, Title, and Registration Records; and Aeronautics Aircraft Registration Records)

Public records are available for inspection at any time during office hours. An attempt should be made to schedule an appointment for the inspection of records. All persons or organizations requesting copies of public records should be directed to the ADOT Office of Risk Management. Written requests should be forwarded to ADOT Risk Management. An employee who discusses incidents or provides copies of records risks violating state statutes and rules.

Call ADOT Risk Management at 255-7327 if there is any question regarding individual situations. All employees should call ADOT Risk Management before discussing any specific incident involving the State or ADOT, and before any discussions with adjusters or attorneys not representing the State.

These procedures do not apply to contractual disputes or eminent domain (condemnation).

References: A.R.S. §39-121 et seq.
A.R.S. §12-821 et seq.
A.A.C. §R2-10-102.B.
A.A.C. §P2-10-103.B.
A.A.C. §R2-10-103.D.
A.R.C.P. Rule 4
A.R.C.P. Rule 45

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ARIZONA DEPARTMENT OF TRANSPORTATION

MAR 23 1990

OFFICE MEMO

MAINTENANCE PERMIT
SERVICES

March 15, 1990

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RECEIVED
MAR 19 1990

TO: Deputy Directors
Special Support Group Managers
FROM: *Jim Creedon*
James S. Creedon, Deputy Director
Arizona Department of Transportation (101A)
SUBJECT: Tort Claims, Legal Process & Public Records Requests

STATE ENGINEER
3-23-90
CC: S. Maroufkhani
J. Hauskins
C. Taylor
R. Christ
R. Harris
R. Tallent

The purpose of this memo is to establish standard procedures for processing tort claims, complaints, summons, civil subpoenas, and requests for copies of public records. Failure to comply with state laws and rules could result in default judgments, sanctions, or compromising of the legal process.

SUMMONS AND COMPLAINTS

ADOT employees may accept service of summons or complaints which name them as employees or officers of the State or Department. A copy should be forwarded immediately to the Deputy Director's Office. ADOT employees may not accept service of summons or complaints for the State or Department. All process servers should be directed to the Deputy Director's Office. If a process server insists upon serving someone other than the Deputy Director's Office, simply refuse to receive the process, and record the date, time, location, and server's name/organization. Transmit a memo to the Deputy Director's Office that you refused to receive service, and the circumstances under which you refused the service.

CIVIL SUBPOENAS, NOTICES OF DEPOSITION, NOTICES OF CLAIM

ADOT employees may accept service of civil subpoenas and notices of deposition that name them specifically. A copy of the documents should be sent to the ADOT Office of Risk Management as soon as practical. In all other cases, process servers should be directed to the ADOT Office of Risk Management. If a process server insists upon serving someone other than ADOT Risk Management, record the date time, location, server's name/organization, and receiver's name on the top page; forward the subpoena to ADOT Risk Management as soon as possible. Handle items received in the mail in a similar fashion but note that it was mailed. If a facsimile machine is available, fax a copy to ADOT Risk Management at 255-6545 before forwarding it through the mail.

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MAR 23 1990

MAINTENANCE SECTION

ARIZONA DEPARTMENT OF TRANSPORTATION
Maintenance Section

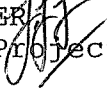
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MAY 10 1994

STATEWIDE PROJECT
MANAGEMENT

OFFICE MEMO

May 9, 1994

TO: LARRY LANGER 
Statewide Project Mgt., 614E

FROM: A. WAYNE COLLINS
Assistant State Engineer
Maintenance Section, 176A

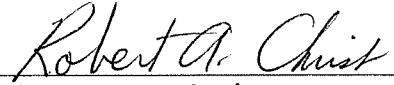
SUBJECT: IDENTIFICATION OF CONSULTANTS REQUESTING ACCESS TO
ENCROACHMENT PERMIT FILES

Consultants wishing to access the permit files should be prepared to identify themselves and demonstrate they are working for ADOT. The procedure may be as informal as an introduction by another ADOT employee or a copy of their contract or memo of introduction. Otherwise, we may insist upon following the "Records Request" policy which requires coordination with ADOT Risk Management prior to release of any permit document.

Maintenance Permits Section is a central clearinghouse for Encroachment Permits. Permit files received from District offices are archived for historical purposes. They are kept in hard copy for 3 years then microfilmed. A computer inventory report is available. District offices also maintain permit files.

Our goal is to provide prompt and through service. Please call our office at 255-8281 or 255-8176 for an appointment to introduce consultant personnel or to review permit files.

Very Truly Yours,


Robert A. Christ, Manager
Maintenance Permits Section

Enc: Records request policy

c: P. Estrade
L. Addison

